

MENDON BOARD OF SELECTMEN

MINUTES OF MEETING-----November 13, 2012

APPROVED-----November 19, 2012

Chairman Ammendolia, Selectman Goddard and Ernie Horn are present.

Chairman Ammendolia called meeting to order at 7:35 p.m. and led the pledge.

Susan Darnell approached the board and thanked them for their support with the Taft Library. The Library Director has resigned to take a full-time job with benefits. Nineteen hours per week does not work for that position. It became part-time to accommodate a previous director. Five people currently share 40 hours per week. Trustees believe the director position should be full time within the budget. They would like to re-align the position to have a part-time children's librarian. She believes the current Children's Librarian should be moved into the Library Director position. Trustees are looking for Selectmen's guidance. Mrs. Darnell outlined functions of both positions. Selectman Goddard suggested looking at sharing services with the school district or area towns. Members agreed with making the Library Director full time. *Action: Mrs. Darnell to do a task analysis of what is being done in the library.* The library trustees will be in charge of a building committee and will work with town counsel. There is money in trustees' budget to hire a project manager/construction supervisor. Chairman Ammendolia suggested Susan to talk with Joe Cronin who managed Fire Station project.

Two individuals applied: Linda Hawkes who works for the town and who had previously applied for the position and Eric Luce from Hopedale. *Action: Diane Willoughby to make copies of the new application for Selectmen.* Ernie gave a Power Point presentation regarding a Financial Officer and current staff. The town auditor suggests Treasurer/Collector's position should be part time.

Selectman Tinio joined the meeting at 8:34 p.m. Traffic coming to Treasurer/Collector's office could be reduced by using online or card swipe system. *Action: Ernie to set up meeting with Financial Team and Mr. Brown/Auditor. He will also set up interview times for next Monday.* Resident, Mike Watson suggested getting input from area towns regarding how CFO and Town Coordinator position inter-relate.

Finance Committee Chairman, Rich Schofield, asked that the stewardship of a Recommendation Document produced by the Long Range Financial Planning Committee. Ernie suggested other town employees evaluate the document as well as the new Treasurer/Collector.

Selectman Tinio made and Selectman Goddard seconded a motion to grant the stewardship of the Mendon Financial Management Policy document to the Finance Committee. The motion carried unanimously.

Ernie Horn reported that the Town hall business agent is ready to negotiate. Police and dispatch contracts are still with the unions' lawyers.

Members will schedule an Executive Session with the Finance Committee for a strategy session for contract negotiations during a meeting in two weeks.

Town counsel sent Selectmen the contract for Northeast Real Estate Solutions. Chairman Ammendolia asked members to review for next week.

Selectman Tinio made and Selectman Goddard seconded a motion to adjourn at 9:01 p.m.

Respectfully submitted,

Diane Willoughby
Administrative Assistant

Documents discussed located in Administrative Secretary's Office:

Treasurer/Collector Job Applications (2)
Northeast Real Estate Solutions Contract
Town of Mendon Consolidated Finances (Power Point Presentation)
Mendon Financial Management Policies and Objectives Submitted by Long Range Financial Planning Committee (LRFPC) July, 2010